

**Charter of the
Board for International Food and Agricultural Development**

1. **Committee's Official Designation (Title):**

Board for International Food and Agricultural Development (henceforth referred to as the "Board").

2. **Authority:**

Establishment of the Board is mandated by Section 298 of the Foreign Assistance Act of 1961 (Public Law 87-195), as amended.

3. **Objectives and Scope of Activities:**

The Board's mission is to assist the U.S. Agency for International Development in the administration of programs authorized by Section 297 of Title XII of the Foreign Assistance Act of 1961, as amended (Public Law 87-195). Its general areas of responsibilities include participating in the planning, development, and implementation of, initiating recommendations for, and monitoring Title XII activities as described in Section 297.

4. **Description of Duties:**

The Board's duties include but are not limited to:

- Participating in the formulation of basic policy, procedures, and criteria for proposed project review, selection, and monitoring;
- Recommending which developing nations could benefit from programs carried out under Title XII, and identifying those nations which have an interest in establishing or developing agricultural institutions;
- Assessing the impact of programs carried out under Title XII in solving agricultural problems and natural resource issues in developing nations;
- Developing information exchanges and consulting regularly with NGOs, consumer groups, agribusinesses and associations, agricultural cooperatives and commodity groups, state departments of agriculture, state agricultural research and extension agencies, and academic institutions;
- Investigating and resolving issues concerning the implementation of Title XII as requested by universities; and
- Advising the Administrator on any and all issues as requested.

5. **Agency or Official to Whom the Committee Reports:**

The Board shall report to the Administrator of the U. S. Agency for International Development.

6. **Support:**

The U.S. Agency for International Development, Bureau for Food Security, Office of Agricultural Research and Policy is responsible for financial and administrative support of the Board and its subordinate units.

7. **Estimated Annual Operating Costs and Staff Years:**

The estimated annual operating and administrative support cost for BIFAD is approximately \$722,000, which includes 2.5 full-time equivalent staff members and program support for meetings and studies conducted by the board.

8. **Designated Federal Officer:**

A full-time or permanent part-time employee of the Bureau for Food Security (BFS), appointed in accordance with agency procedures, serves as Executive Director of BIFAD (BFS/ARP HICD-BIFAD) and is also the Designated Federal Officer (DFO) (or designee). The DFO will approve or call the advisory committee's and subcommittee meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Administrator.

9. **Estimated Number and Frequency of Meetings:**

The Board estimates that it will meet in public session at least two times per year (1st and 3rd quarters of the fiscal year). Its subcommittees will meet as necessary. The Board may meet in executive session to plan activities during the year.

10. **Duration:**

The Board is authorized by statute as a permanent Board and, hence, is continuing in its duration. This charter is subject to renewal every two years.

11. **Termination:**

Section 298 of Title XII provides for a permanent Board.

12. **Membership and Designation:**

The Board shall consist of seven members appointed by the President, no fewer

than four to be selected from the universities as defined by Section 296 (d) of Title XII. The members selected from the universities will serve in a representative, not an individual, capacity. Terms of members shall be established by the President at the time of appointment, as provided by Section 298(a) of Title XII.

13. **Subcommittees:**

Board subcommittees are authorized as necessary for the performance of the Board's duties and the discharge of its responsibilities. All reporting, advice and work products of the Board subcommittees should be made through the Board and shall not provide advice or work products directly to the Administrator.

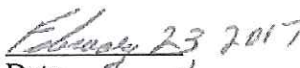
14. **Recordkeeping:**

Records of the committee, and all formally and informally established subcommittees, shall be handled in accordance with General Records Schedule 6.2, or other approved Agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. **Filing Date:**

This renewed charter is filed on February 27, 2017 with the General Services Administration Committee Management Secretariat, after which the Charter will be filed with the House Foreign Affairs Committee and the Senate Foreign Relations Committee.


USAID Acting Administrator, Wade Warren


Date